

California Office of Traffic Safety (OTS) – Quarterly Performance Report (QPR)

GRANT NUMBER

PS0903

GRANT AGENCY

CALIFORNIA HIGHWAY PATROL (CHP)

REPORT PERIOD

January – March 2009 **DUE: April 30, 2009**

OTS OPERATIONS COORDINATOR AND PHONE #

Julie Schilling (916) 509-3018

GRANT INFORMATION

Grant Title:	Keeping Everyone Safe (KEYS)
Grant Duration:	10/01/2008 – 09/30/2009
Final QPR and Executive Summary:	Yes: _____ No: <u>X</u>
Schedule C Completed/Attached (if applicable):	Yes: <u>X</u> No: _____ (If No, please explain on page 2.)
Report Prepared By (include rank/class):	Gary Greeson (Assoc. Gov. Program Analyst)
E-mail:	ggreeson@chp.ca.gov
Phone:	(916) 657-8810

BUDGET INFORMATION

Quarterly Claim OTS-39 and 39a Submitted?	Yes: <u>X</u> No: _____
Equipment Valued Over \$5,000/ea Purchased?	Yes: _____ No: _____ Partial: _____ N/A: <u>X</u>
Full Time Personnel Hired?	Yes: _____ No: _____ Partial: _____ N/A: <u>X</u>
	(If No/Partial, please explain on page 2.)
Total Grant Award:	\$ 204,939.00
Total Funds Claimed to Date on OTS-39 and 39a:	\$ 6,792.69 (from Feb claim)
Total Grant Balance:	\$ 204,939.00
Total Program Income Collected (if applicable):	<u>N/A</u>

I certify that this report is accurate and in accordance with OTS policies and procedures.

J. E. McLAUGHLIN

Full Name (typed) – Grant Director

Chief

Title

Signature – Grant Director

Date

California Office of Traffic Safety – Quarterly Performance Report

QUARTERLY OVERVIEW

10/01/08 – 12/31/08:	<p>Due to the rapid transition to one-federal-fiscal-year grants, revised guidance from OTS late in the process, and considerable ambiguity regarding the planned senior summit conference, the PS0903 Grant Agreement was not finalized until after the grant start date of October 1, 2008. Consequently, contents and formatting were also somewhat inconsistent with standardized OTS and GMU templates.</p> <p>Although the Preparation Phase began as planned on 10/01/08, grant activities quickly fell behind schedule. It soon became apparent a three-month Preparation Phase was too short to implement the planned “corridor approach” (which normally requires six months), particularly given the project coordinators’ lack of experience with that approach. The assigned Grants Management Unit (GMU) analyst expressed concerns to OTS. Concurrently, OTS assumed responsibility for the Senior Safe Mobility Summit III (already completed in October 2008) and requested that the associated \$100,000.00 in funding for Contractual Services be transferred to other budget categories. Therefore, OTS requested that CHP submit a grant revision to: 1) transfer the subject funding, 2) alter grant phase dates (lengthen the Preparation Phase and correspondingly shorten the Program Operations Phase), 3) revise/insert the due dates for the affected activities, and 4) revise formatting/content as required to more closely reflect OTS and CHP standardized guidance. The revision was drafted by GMU and reviewed by the project coordinators in the Office of Community Outreach and Recruitment (OCOR). GMU finalized the draft revision for review by all affected commands in preparation for submitting the formal revision to OTS during the January through March 2009 reporting period.</p>
01/01/09 – 03/31/09:	<p>The formal revision referenced earlier was submitted to OTS on 01/30/09 and approved on 02/24/09. This Quarterly Report reflects the changes contained in the January 2009 formal revision. The revision implemented a much more realistic timeline for grant activities and OCOR staff worked diligently to accelerate activities and place the project back on track.</p>
04/01/09 – 06/30/09:	
07/01/09 – 09/30/09:	

PURCHASE OF EQUIPMENT OVER \$5,000

10/01/08 – 12/31/08:	N/A. No funding is provided in the PS0903 budget for major equipment.
01/01/09 – 03/31/09:	
04/01/09 – 06/30/09:	
07/01/09 – 09/30/09:	

GRANT GOALS AND OBJECTIVES

Goal

1. **To conduct a senior safety/mobility pilot program to promote traffic safety within three identified CHP field Divisions where the largest number of seniors aged 65 and over with driver's licenses reside by September 30, 2009.**

Progress: On Schedule.

The January 2009 revision to the PS0903 Grant Agreement implemented a more realistic timeline for grant activities. The pace of those activities accelerated markedly since the October through December 2008 reporting period. The three participating field Divisions are progressing rapidly with the establishment of their respective task forces and administrative activities are also generally back on track.

Objectives

1. **To select three CHP field Divisions for the pilot program based on California Department of Motor Vehicles' licensed driver data for those aged 65 years and over by December 31, 2008.**

Progress: Accomplished.

The data indicated the largest numbers of such individuals reside within the respective jurisdictions of CHP Golden Gate, Southern, and Border Divisions. Those Divisions were selected to participate on/about December 17, 2008.

2. **To conduct a strategic planning meeting to discuss goals, objectives, and operations for each Division by the office of primary interest (OPI) and field Division personnel by January 31, 2009.**

Progress: Accomplished.

Due to severe time constraints, project coordinators opted to conduct the strategic planning meetings via teleconference with all three Divisions at once. The teleconference occurred on December 30, 2008.

3. To develop for each Division an operational plan¹ establishing the method of operation and the policies applicable to carry out the grant program by February 28, 2009.

Progress: Accomplished.

DIVISION OPERATIONAL PLANS

Issued	Division Due Date for Development		Date		
	Developed	Date			
Golden Gate	02/28/09	02/27/09		/	/
Southern	02/28/09	02/12/09		/	/
Border	02/28/09	02/27/09		/	/

A sample format for an operational plan was provided to each Division to expedite their issuance. It is anticipated the operational plan for each Division will be issued in the near future.

4. To identify each Division's prospective task force members and extend membership invitations for each task force by February 28, 2009.

Progress: Accomplished.

TASK FORCE MEMBERSHIP INVITATIONS

Completed	Division Due Date for Task Force Membership Invitations		Date		
Golden Gate	02/28/09		/	/	
Southern	02/28/09	01/25/09			
Border	02/28/09	02/18/09			

¹ The operational plan will contain a strategic distribution of allocated overtime hours.

5. To provide OTS with the required documentation of local support for each Division by February 28, 2009.

Progress: Not Accomplished. Deadline Missed.

DOCUMENTATION OF LOCAL SUPPORT

Provided	Division Due Date for Provision Of Documentation	Provision Date
Golden Gate	02/28/09	__/__/__
Southern	02/28/09	__/__/__
Border	02/28/09	__/__/__

Provision of each Division's documentation of local support is still behind schedule. All Divisions have contacted the local governmental bodies and requested the documentations. The documentations are still pending.

6. To issue a kick off news release announcing grant activities by February 28, 2009.

Progress: Accomplished.

KICK OFF NEWS RELEASE²

Issued	Drafted	Date Sent to GMU for Courtesy Review to OMR	Date of OMR Approval	BTH Approval (YES/NO)	Date Forwarded
02/20/09	03/02/09	02/20/09	02/25/09	YES	02/28/09

The kick off news release was jointly drafted with OMR in February 2009, approved by BTH, and issued on schedule.

² All grant-related releases require pre-approval by both the CHP Office of Media Relations (OMR) and the Business,

7. To develop localized promotional items to be used as incentives encouraging participation in grant goals and objectives by February 28, 2009.

Progress: On Schedule.

The project coordinators in OCOR selected desired promotional items. The promotional items, and the required traffic safety message for placement thereon, were approved by OTS. The very limited line item funding level significantly restricted the numbers and types of items ordered. A purchase requisition for magnifying glass rulers was prepared and submitted through the Department's newly implemented Requisition Delivery System (ReDS). Although anomalies with the new ReDS system have resulted in some acquisition delays, it is anticipated all requisitions will arrive at Purchasing Services Unit by the departmentally imposed deadline of March 15, 2009. Public information officers in the three participating Divisions identified appropriate venues for distribution of grant materials.

8. To conduct a minimum of six Division task force meetings (at least two for each Division) during the Program Operations Phase by September 30, 2009.

Progress: On Schedule.

DIVISION TASK FORCE MEETINGS

	Division Due Date for Task Force Meetings	
	Locations	Date(s) Held
Golden Gate	09/30/09	____/____/____
		____/____/____
Southern	09/30/09	____/____/____
		____/____/____
Border	09/30/09	____/____/____
		____/____/____

The first task force meetings are planned for April 2009.

- 9. To identify through each Division task force by September 30, 2009:**
- a) Contributing factors of collisions involving senior drivers,
 - b) Appropriate remedial actions to address these factors,
 - c) Public awareness campaign strategies³ using a variety of available tools to address senior traffic safety/mobility, and
 - d) Appropriate audiences/venues for public education and awareness presentations throughout the Program Operations Phase.

Progress: **On Schedule.**

Task force activities are progressing on schedule.

- 10. To deploy officers on grant-funded overtime to provide at least 24 senior driver safety/mobility presentations (at least eight within each Division's jurisdiction) during the Program Operations Phase by September 30, 2009.**

Progress: **On Schedule.**

UNIFORMED OVERTIME (OT) HOURS⁴ FOR SENIOR SAFETY/MOBILITY PRESENTATIONS (SPC 244)

		Period (2009) Thru FLSA Ending			
Total Uniformed OT Hours Allocated	Cum. OT Hours Used Thru FLSA Ending Date	% of Total OT Hours Allocated (for Jan-Sep)	% of Weeks Remaining in 39-Week Program Operations Phase	Usage On Schedule? (YES/NO)	
Jan-Mar	03/15/09				
Apr-Jun	06/07/09				
Jul-Sep	09/27/09				
Total		1,200.00			

³ The following standard language will be included in all press, media, and printed materials: "Funding for this program was provided by a grant from the California Office of Traffic Safety, through the National Highway Traffic Safety Administration."

⁴ For accounting purposes, usage of overtime hours is tracked by special project codes (SPC) and is normally reported by Fair Labor Standards Act (FLSA) pay periods. Uniformed OT hours used include both sergeant and officer hours. Hours will normally be reported through the ending date of the last *complete* FLSA period in the reported quarter. (Exception: To

prevent reporting delays when the last complete FLSA period ends during the last week of the quarter, usage through the *previous* FLSA period may be reported.)

Agency: CHP
Grant Number: PS0903 (KEYS)

**SAFETY PRESENTATIONS COMPLETED AND ESTIMATED
NUMBER OF PEOPLE IMPACTED THROUGH 03/31/09**

		Period		Total #
(2009)	Targeted # of Presentations	Completed	Difference	
		(+ or -) Estimated # of People Impacted		
Oct-Dec	0	6	+6	1,260
Jan-Mar	8			
Apr-Jun	8			
Jul-Sep	8			
Totals:	24			

Since the PS0903 Grant Agreement does not limit safety presentations to the Program Operations Phase, some presentations were proactively conducted by Border Division during the October through December 2008 reporting period (Preparation Phase).

11. To distribute educational materials and/or promotional items at appropriate venues for each Division in support of the public awareness campaign by September 30, 2009.⁵

Progress: Accomplished.

OCOR grant coordinators selected educational materials for distribution and promotional items were ordered (see Objective 7). Educational materials have been distributed during safety presentations completed at each division.

12. To use the following standard language in all press, media, and printed materials: "Funding for this program was provided by a grant from the California Office of Traffic Safety, through the National Highway Traffic Safety Administration."

Progress: Accomplished.

The required standard language was incorporated into the kick off news release described in Objective 6.

⁵ Planned venues for distribution include the 24 traffic safety presentations specified in Objective 10, community/sporting

OTHER TRAFFIC SAFETY RELATED ACTIVITIES (Not specified in goals and objectives)

10/01/08 – 12/31/08:

- The language assessment for each Division was completed. Grant materials will be required in Spanish as well as English.
- A grant logo and traffic safety message were developed for use on project materials. Both were approved by OTS in December 2008.

01/01/09 – 03/31/09:

The January 2009 revision postponed the ending date for the Program Preparation Phase until 02/28/09. The remaining planned non-critical activities were completed within the revised Preparation Phase timeline.

- Necessary coordination with allied/other agencies was completed.
- Community recognition items (presentation folders) for task force members were selected and ordered.

The Program Operations Phase commenced on 03/01/09.

- Due to workload and time constraints, OCOR shelved its tentative plans to produce a "California Road Tips" booklet tailored toward senior drivers, but production of such a booklet was not a planned action item specified under "Method of Procedure" in the PS0903 Grant Agreement.

04/01/09 – 06/30/09:

07/01/09 – 09/30/09:

DOCUMENTATION ITEMS (Attached)

10/01/08 – 12/31/08: Schedule C. Grant logo and traffic safety message.

01/01/09 – 03/31/09: Schedule C. News Release. Ops Plans? Other?

04/01/09 – 06/30/09:

07/01/09 – 09/30/09:

California Office of Traffic Safety (OTS) – Quarterly Performance Report (QPR)

GRANT NUMBER

PS0903

GRANT AGENCY

CALIFORNIA HIGHWAY PATROL (CHP)

REPORT PERIOD

April – June 2009 **DUE: July 30, 2009**

OTS OPERATIONS COORDINATOR AND PHONE #

Julie Schilling (916) 509-3018

GRANT INFORMATION

Grant Title:	Keeping Everyone Safe (KEYS)
Grant Duration:	10/01/2008 – 09/30/2009
Final QPR and Executive Summary:	Yes: _____ No: <u>X</u>
Schedule C Completed/Attached (if applicable):	Yes: <u>X</u> No: _____ (If No, please explain on page 2.)
Report Prepared By (include rank/class):	Gary Greeson (Assoc. Gov. Program Analyst)
E-mail:	ggreeson@chp.ca.gov
Phone:	(916) 657-7416

BUDGET INFORMATION

Quarterly Claim OTS-39 and 39a Submitted?	Yes: _____ No: <u>X</u>
Equipment Valued Over \$5,000/ea Purchased?	Yes: _____ No: _____ Partial: _____ N/A: <u>X</u>
Full Time Personnel Hired?	Yes: _____ No: _____ Partial: _____ N/A: <u>X</u>
	(If No/Partial, please explain on page 2.)
Total Grant Award:	\$ 204,939.00
Total Funds Claimed to Date on OTS-39 and 39a:	\$ 27,189.36 (as of Apr 09 claim)
Total Grant Balance:	\$ 177,749.64
Total Program Income Collected (if applicable):	<u>N/A</u>

I certify that this report is accurate and in accordance with OTS policies and procedures.

J. E. McLAUGHLIN

Full Name (typed) – Grant Director

Chief

Title

Signature – Grant Director

Date

California Office of Traffic Safety – Quarterly Performance Report

QUARTERLY OVERVIEW

10/01/08 – 12/31/08:	<p>Due to the rapid transition to one-federal-fiscal-year grants, revised guidance from OTS late in the process, and considerable ambiguity regarding the planned senior summit conference, the PS0903 Grant Agreement was not finalized until after the grant start date of October 1, 2008. Consequently, contents and formatting were also somewhat inconsistent with standardized OTS and GMU templates.</p> <p>Although the Preparation Phase began as planned on 10/01/08, grant activities quickly fell behind schedule. It soon became apparent a three-month Preparation Phase was too short to implement the planned “corridor approach” (which normally requires six months), particularly given the project coordinators’ lack of experience with that approach. The assigned Grants Management Unit (GMU) analyst expressed concerns to OTS. Concurrently, OTS assumed responsibility for the Senior Safe Mobility Summit III (already completed in October 2008) and requested that the associated \$100,000.00 in funding for Contractual Services be transferred to other budget categories. Therefore, OTS requested that CHP submit a grant revision to: 1) transfer the subject funding, 2) alter grant phase dates (lengthen the Preparation Phase and correspondingly shorten the Program Operations Phase), 3) revise/insert the due dates for the affected activities, and 4) revise formatting/content as required to more closely reflect OTS and CHP standardized guidance. The revision was drafted by GMU and reviewed by the project coordinators in the Office of Community Outreach and Recruitment (OCOR). GMU finalized the draft revision for review by all affected commands in preparation for submitting the formal revision to OTS during the January through March 2009 reporting period.</p>
01/01/09 – 03/31/09:	The formal revision referenced earlier was submitted to OTS on 01/30/09 and approved on 02/24/09. This Quarterly Report reflects the changes contained in the January 2009 formal revision. The revision implemented a much more realistic timeline for grant activities and OCOR staff worked diligently to accelerate activities and place the project back on track.
04/01/09 – 06/30/09:	Program Operations Phase activities continued on track.
07/01/09 – 09/30/09:	

PURCHASE OF EQUIPMENT OVER \$5,000

10/01/08 – 09/30/09:	N/A. No funding is provided in the PS0903 budget for major equipment.
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GRANT GOALS AND OBJECTIVES

Goal

1. **To conduct a senior safety/mobility pilot program to promote traffic safety within three identified CHP field Divisions where the largest number of seniors aged 65 and over with driver's licenses reside by September 30, 2009.**

Progress: **On** Schedule.

The January 2009 revision to the PS0903 Grant Agreement implemented a more realistic timeline for grant activities. The pace of those activities accelerated markedly since the October through December 2008 reporting period. The three participating field Divisions established task forces and completed administrative activities. The task forces met to accomplish their respective responsibilities.

Objectives

1. **To select three CHP field Divisions for the pilot program based on California Department of Motor Vehicles' licensed driver data for those aged 65 years and over by December 31, 2008.**

Progress: Accomplished.

The data indicated the largest numbers of such individuals reside within the respective jurisdictions of CHP Golden Gate, Southern, and Border Divisions. Those Divisions were selected to participate on/about December 17, 2008.

2. **To conduct a strategic planning meeting to discuss goals, objectives, and operations for each Division by the office of primary interest (OPI) and field Division personnel by January 31, 2009.**

Progress: Accomplished.

Due to severe time constraints, project coordinators opted to conduct the strategic planning meetings via teleconference with all three Divisions at once. The teleconference occurred on December 30, 2008.

- 3. To develop for each Division an operational plan¹ establishing the method of operation and the policies applicable to carry out the grant program by February 28, 2009.**

Progress: Accomplished.

DIVISION OPERATIONAL PLANS

Division	Due Date for Development	Date Developed	Date Issued
Golden Gate	02/28/09	01/22/09	01/27/09
Southern	02/28/09	02/09/09	02/13/09
Border	02/28/09	02/20/09	02/27/09

A sample format for an operational plan was provided to each Division to expedite their issuance. Due to volume, only one copy of a Division operational plan is attached as a sample.

- 4. To identify each Division's prospective task force members and extend membership invitations for each task force by February 28, 2009.**

Progress: Not Accomplished. Deadline Missed.

TASK FORCE MEMBERSHIP INVITATIONS

Division	Due Date for Task Force Membership Invitations	Date Completed
Golden Gate	02/28/09	03/29/09
Southern	02/28/09	01/25/09
Border	02/28/09	02/18/09

Two of the three Divisions identified prospective task force members and extended their respective membership invitations on schedule. However, due to scheduling coordination difficulties, one Division was unable to issue membership invitations until after the due date.

¹ The operational plan will contain a strategic distribution of allocated overtime hours.

5. To provide OTS with the required documentation of local support for each Division by February 28, 2009.

Progress: Not Accomplished. Deadline Missed.

DOCUMENTATION OF LOCAL SUPPORT

Division	Due Date for Provision of Documentation	Date Provided
Golden Gate	02/28/09	/ /
Southern	02/28/09	/ /
Border	02/28/09	/ /

Due to the state budget spending freeze, travel to the field Divisions for meetings and training had to be delayed. As a result, each Division had not secured and provided the required documentation of local support by the due date. Each Division is now attempting to promptly secure such documentation from the appropriate local governmental agency. The documentation will be provided to OTS (through Grants Management Unit) as soon as it becomes available.

6. To issue a kick off news release announcing grant activities by February 28, 2009.

Progress: Accomplished.

KICK OFF NEWS RELEASE²

Date Drafted	Date Sent to GMU for Courtesy Review	Date Forwarded to OMR	Date of OMR Approval	BTH Approval (YES/NO)	Date Issued
02/20/09	03/02/09	02/20/09	02/25/09	YES	02/28/09

The kick off news release was jointly drafted with OMR in February 2009, approved by BTH, and issued on schedule.

² All grant-related releases require pre-approval by both the CHP Office of Media Relations (OMR) and the Business, Transportation and Housing Agency (BTH) before issuance.

7. To develop localized promotional items to be used as incentives encouraging participation in grant goals and objectives by February 28, 2009.

Progress: Accomplished.

The project coordinators in OCOR selected desired promotional items. The promotional items, and the required traffic safety message for placement thereon, were approved by OTS. The very limited line item funding level significantly restricted the numbers and types of items ordered. A purchase requisition for magnifying glass rulers was prepared and submitted through the Department's newly implemented Requisition Delivery System (ReDS). However, anomalies with the new ReDS system contributed to some acquisition delays. The requisition did not arrive at Purchasing Services Unit (PSU) by the departmental deadline of March 15, 2009, and was therefore canceled by PSU. However, PSU's cancellation was appealed and the requisition was reinstated on April 24, 2009. The magnifying glass rulers were ordered and should arrive during the July through September 2009 reporting period. Therefore, although promotional items will be acquired and distributed later than planned, they were developed before the February 28, 2009, due date specified in Objective 7.

8. To conduct a minimum of six Division task force meetings (at least two for each Division) during the Program Operations Phase by September 30, 2009.

Progress: On Schedule.

DIVISION TASK FORCE MEETINGS

Division	Due Date for Task Force Meetings	Locations	Date(s) Held
Golden Gate	09/30/09	Golden Gate Division	04/13/09
			1/1
			1/1
Southern	09/30/09	Southern Division	02/04/09
		Southern Division	04/09/09
			1/1
Border	09/30/09	Border Division	03/04/09
			1/1
			1/1

As of the end of the April through June 2009 reporting period, task force meetings had been conducted.

9. To identify through each Division task force by September 30, 2009:
- a) Contributing factors of collisions involving senior drivers,
 - b) Appropriate remedial actions to address these factors,
 - c) Public awareness campaign strategies³ using a variety of available tools to address senior traffic safety/mobility, and
 - d) Appropriate audiences/venues for public education and awareness presentations throughout the Program Operations Phase.

Progress: **On Schedule.**

Task force activities are progressing on schedule.

10. To deploy officers on grant-funded overtime to provide at least 24 senior driver safety/mobility presentations (at least eight within each Division's jurisdiction) during the Program Operations Phase by September 30, 2009.

Progress: **On Schedule.**

**UNIFORMED OVERTIME (OT) HOURS⁴ FOR SENIOR
SAFETY/MOBILITY PRESENTATIONS (SPC 244)**

Period (2009)	Thru FLSA Ending	Total Uniformed OT Hours Allocated	Cum. OT Hours Used Thru FLSA Ending Date	% of Total OT Hours Allocated (for Mar-Sep)	% of Weeks Remaining in 27-Week Program Operations Phase	Usage On Schedule? (YES/NO)
Jan-Mar	03/15/09		173.00			
Apr-Jun	06/07/09					
Jul-Sep	09/27/09					
Total		1,200.00		%	48.1%	

³ The following standard language will be included in all press, media, and printed materials: "Funding for this program was provided by a grant from the California Office of Traffic Safety, through the National Highway Traffic Safety Administration."

⁴ For accounting purposes, usage of overtime hours is tracked by special project codes (SPC) and is normally reported by Fair Labor Standards Act (FLSA) pay periods. Uniformed OT hours used include both sergeant and officer hours. Hours will normally be reported through the ending date of the last *complete* FLSA period in the reported quarter. (Exception: To prevent reporting delays when the last complete FLSA period ends during the last week of the quarter, usage through the *previous* FLSA period may be reported.)

**SAFETY PRESENTATIONS COMPLETED AND ESTIMATED
NUMBER OF PEOPLE IMPACTED THROUGH 06/30/09**

Period (2009)	Targeted # of Presentations	Total # Completed	Difference (+ or -)	Estimated # of People Impacted
Oct-Dec	0	6	+6	1,260
Jan-Mar	8	18	+10	3,345
Apr-Jun	8			
Jul-Sep	8			
Totals:	24			

Since the PS0903 Grant Agreement does not limit safety presentations to the Program Operations Phase, some presentations were proactively conducted by Border Division during the October through December 2008 reporting period. Although the required minimum of 24 presentations has been completed as of March 2009, not all Divisions have completed their respective requirement of at least eight presentations. It is anticipated this objective will be accomplished during the April through June 2009 reporting period.

- 11. To distribute educational materials and/or promotional items at appropriate venues for each Division in support of the public awareness campaign by September 30, 2009.⁵**

Progress: Accomplished.

Public information officers in the three participating Divisions identified appropriate venues for distribution of grant materials. OCOR grant coordinators selected educational materials for distribution and promotional items were ordered (see Objective 7). Although the planned promotional items will be distributed later than desired, educational materials have been distributed during safety presentations completed at each Division.

- 12. To use the following standard language in all press, media, and printed materials: "Funding for this program was provided by a grant from the California Office of Traffic Safety, through the National Highway Traffic Safety Administration."**

Progress: Not Accomplished.

Due to an oversight, the required standard language was inadvertently omitted from the kick off news release described in Objective 6.

⁵ Planned venues for distribution include the 24 traffic safety presentations specified in Objective 10, community/sporting events, CHP informational booths, etc.

OTHER TRAFFIC SAFETY RELATED ACTIVITIES (Not specified in goals and objectives)

10/01/08 – 12/31/08:	<ul style="list-style-type: none"> - The language assessment for each Division was completed. Grant materials will be required in Spanish as well as English. - A grant logo and traffic safety message were developed for use on project materials. Both were approved by OTS in December 2008.
01/01/09 – 03/31/09:	<p>The January 2009 revision postponed the ending date for the Program Preparation Phase until 02/28/09. The remaining planned non-critical activities were completed within the revised Preparation Phase timeline.</p> <ul style="list-style-type: none"> - Necessary coordination with allied/other agencies was completed. - Community recognition items (presentation folders) for task force members were selected and ordered. <p>The Program Operations Phase commenced on 03/01/09.</p>
04/01/09 – 06/30/09:	
07/01/09 – 09/30/09:	

DOCUMENTATION ITEMS (Attached)

10/01/08 – 12/31/08:	Schedule C. Grant logo and traffic safety message.
01/01/09 – 03/31/09:	Schedule C. Kick Off News Release. Golden Gate Division Operational Plan.
04/01/09 – 06/30/09:	Schedule C.
07/01/09 – 09/30/09:	

Age Well



Drive Smart



**Envejezca
Bien**



**Conduzca
Inteligentemente**



M e m o r a n d u m

Date: January 27, 2009

To: Office of Community Outreach and Recruitment

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**
Golden Gate Division

File No.: 301.11016.PS0903 (KEYS) Operational Plan

Subject: KEEPING EVERYONE SAFE (KEYS) OPERATIONAL PLAN FOR GOLDEN GATE DIVISION

The California Highway Patrol (CHP) has received a \$204,939 grant from the California Office of Traffic Safety (OTS) for the next senior driver safety and mobility grant, "Keeping Everyone Safe" (KEYS, OTS grant number PS0903). The KEYS grant focuses on the establishment of a public education pilot program where the largest numbers of individuals aged 65 years and over reside. The program is based on the CHP's successful "corridor approach" for application within selected senior communities throughout the state. The overall goal is to establish the senior driver safety/mobility pilot program within three selected CHP field Divisions (Border, Southern, and Golden Gate Divisions) during the 12-month grant. The Preparation Phase began on October 1, 2008, and ends on February 28, 2009. The Program Operations Phase begins on March 1, 2009, and continues through September 30, 2009.¹

In support of the overall goal of the KEYS grant, Golden Gate Division (GGD) will accomplish the objectives listed below, including the assembly and convening of a task force consisting of members from state, regional, county, city, and private entities. The task force will identify factors contributing to collisions involving senior drivers, develop a plan to address these factors, and develop appropriate public awareness campaign strategies. GGD has appointed Officer Javier Rocha as the primary Division coordinator and Officer Hugo Mendoza as alternate.

¹ NOTE: Due to recent changes, OTS grants now typically end on September 30th instead of December 31st each year.

KEYS GRANT GOAL/OBJECTIVES

Statewide goal:

To conduct a senior safety/mobility pilot program to promote traffic safety within three identified CHP field Divisions where the largest number of seniors aged 65 and over with driver's licenses reside by September 30, 2009.

Division objectives:

1. To develop a Division Operational Plan establishing the method of operation and the policies applicable to carry out the grant program by February 28, 2009.
2. To identify the Division's prospective task force members and extend membership invitations by February 28, 2009.
3. To provide OTS with the required documentation of local support by February 28, 2009.
4. To conduct a minimum of two task force meetings during the Program Operations Phase by September 30, 2009.
5. To identify through the task force by September 30, 2009:
 - a) Contributing factors of collisions involving senior drivers,
 - b) Appropriate remedial actions to address these factors,
 - c) Public awareness campaign strategies using a variety of available tools to address senior traffic safety/mobility, and
 - d) Appropriate audiences/venues for public education and awareness presentations throughout the Program Operations Phase.
6. To deploy officers on grant-funded overtime to provide at least eight senior driver safety/mobility presentations during the Program Operations Phase by September 30, 2009.
7. To distribute educational materials and/or promotional items at appropriate venues in support of the public awareness campaign by September 30, 2009.

DIVISION OVERTIME ALLOCATIONS

Golden Gate Division has been allocated the following overtime hours to accomplish its objectives:

Sergeant – 75
Patrol Officer – 250
Associate Governmental Program Analyst (AGPA) – 30
Staff Services Analyst (SSA) – 30
Clerical – 30

A summary of the Division/Area personnel responsibilities throughout the grant appears below.

PERSONNEL RESPONSIBILITY SUMMARY

Sergeant: Overtime is provided for required supervision of grant operations/activities including scheduling of safety presentations, review of surveys, compilation of data in support of the public awareness campaign, participation in task force activities as appropriate, and review of reporting documents.

Officer: Overtime is provided for public awareness campaign activities by public information officers or other designated staff (safety presentations, informational booths, etc.). If appropriate, participation in task force activities is also included.

AGPA/SSA Support: Overtime is provided for necessary analytical and reporting support by Division staff.

Clerical Support: Overtime is provided for clerical staff, Office Services Supervisor (OSS) II or lower classification, to process the additional documents generated by the grant activities and to assist in the preparation of project-related documents/reports.

DOCUMENTATION REQUIREMENTS

When grant funded overtime hours are used, it is essential to properly document the hours to ensure the grant is charged for the activity. Failure to properly document grant-funded overtime will result in CHP incorrectly absorbing the cost. Therefore, all participating staff must ensure the following documentation requirements are met.

Daily Field Record (CHP 415). Place “244” in the “SPECIAL” box on CHP 415 forms containing KEYS-funded overtime. The “NOTES” section will include the entry, “KEYS, PS0903”.

Attendance Report (CHP 71). Enter “KEYS, PS0903, 244” in the “REMARKS” column adjacent to the date the overtime was worked. Copies of such CHP 71 forms are to be sent monthly to Fiscal Management Section (FMS).

Travel Expense Claim (CHP 262). For CHP 262 forms submitted as a result of travel to the OTS conference, insert “Charge PS0903, 244” in block 11, “PURPOSE OF TRIP, REMARKS, AND DETAILS.”

If filing a travel expense claim using the CalATERS automated system, it may not be possible to enter the required language shown in the paragraph above. Therefore, to ensure travel costs are properly charged to the grant, travelers filing via CalATERS should do the following:

1. When printing out the hard copy of the CalATERS claim form to which receipts will be attached, print somewhere visibly on the form, “Grant-funded travel. Charge PS0903, 244”.
2. It is also essential for those travelers choosing to file via CalATERS to provide the following information (via memorandum, electronic mail, or sending a hard copy of the CalATERS claim) to FMS:
 - a) Traveler’s name, identification number, and location code.
 - b) Purpose: Grant-funded travel to _____, PS0903, 244.
 - c) Amount of CalATERS claim.
 - d) Date claim was filed via CalATERS.

QUARTERLY AND FINAL REPORTS

Participating field Divisions are responsible for ensuring proper compliance with all applicable grant requirements at field Division/Area level according to the Grant Agreement, OTS, and departmental directives. This specifically includes timely submission of required reports to the assigned Office of Primary Interest for KEYS, Office of Community Outreach and Recruitment (OCOR). Reports are due to OCOR’s primary grant coordinator, Officer Jasper Begay, or alternate coordinator, AGPA Irma Roediger, by the 15th day of January, April, July, and October throughout the grant period.

QUESTIONS AND/OR PROBLEMS

Questions or problems should be addressed initially to Golden Gate Division coordinator by calling (707) 648-4180. Additional assistance is available from the assigned OCOR coordinators at (916) 657-8810.

T. M. BECHER, Chief



NEWS

CONTACT: Jasper Begay
(916) 657-8810

Media Relations Office
2555 First Avenue
Sacramento, CA 95818

FOR IMMEDIATE RELEASE

February 28, 2009

09-06

CALIFORNIA PREPARES FOR A SENIOR SURGE ON THE ROAD

SACRAMENTO - California's senior population is expected to double in size by 2020. From a traffic safety perspective, this translates to an increase in the number of older drivers, passengers and pedestrians using California's roadways. In addition, there will be a larger number of older adults whose health and other factors will force a transition from driving to a reliance on other methods of transportation to accomplish daily living activities.

"It is imperative that we prepare Californians now for this growing demographic," said California Highway Patrol (CHP) Commissioner Joe Farrow.

In an effort to deal with the increase and safely extend the driving years for mature Californians, a year-long grant totaling nearly \$205,000 has been awarded to the CHP by the California Office of Traffic Safety through the National Highway Traffic Safety Administration.

Through September 30, 2009, funds from the Keeping Everyone Safe (KEYS) grant will be used by the Older Californian Traffic Safety (OCTS) Task Force to establish the senior driver safety/mobility pilot program within three-select CHP field Divisions. The Divisions chosen, Golden Gate (Bay Area), Southern (Los Angeles Area) and Border (San Diego Area), have the highest concentration of seniors (age 65 and over).

The program, modeled after the CHP's highly successful traffic safety corridor approach, uses a multi-disciplinary, community-based task force within each Division to identify senior population areas where moderate to high levels of collisions involving seniors occur and develop a plan to address this issue. The plan includes a public awareness campaign using a variety of available tools to address older adult traffic safety/mobility issues.

"Through education and awareness presentations, we're hoping to have a positive safety impact on California's senior driver population. This whole program is about safety," added Commissioner Farrow.

###

**Quarterly Evaluation Form
Schedule C**

GRANT# PS0903	2007 FED/FISCAL BASE YEAR					2009 FED/FISCAL OPERATIONAL YEAR				
CHP - KEYS	10-01-06	01-01-07	04-01-07	07-01-07	TOTAL	10-01-08	01-01-09	04-01-09	07-01-09	YEAR
	QTR 1	QTR 2	QTR 3	QTR 4		QTR 1	QTR 2	QTR 3	QTR 4	TO
	12-31-06	03-31-07	06-30-07	09-30-07		12-31-08	03-31-09	06-30-09	09-30-09	DATE
GOAL DATA POINTS	CITIES USE LOCAL STATS -COUNTYWIDE USE SWITRS					ENTER STATS AND SEPARATE BY QUARTERS				
OBJECTIVE DATA POINTS	CITIES USE LOCAL STATS -COUNTYWIDE USE SWITRS					ENTER STATS AND SEPARATE BY QUARTERS				
Public Education Presentations						6	18	62	79	165
People Impacted						1,260	3,345	11,247	14,995	30,847

NOTE: Some safety presentations were proactively completed by Border Division during the Preparation Phase (10/01/08 - 12/31/08).

QUARTERLY REPORT¹
START SMART FOR ALLIED AGENCIES
OCTOBER - DECEMBER 2007

PROJECT IDENTITY

PT0818.

PERFORMANCE MEASURES

In compliance with OTS guidelines, this report is identified as covering a conventional calendar quarter. However, because of difficulties associated with gathering data consistent with the report time frame, some data may reflect a period other than the conventional calendar quarter. If this is the case, the reporting period has been identified.

GOALS:

1. To expand the Start Smart program for teenage drivers 15-19 years of age to allied law enforcement agencies statewide by June 30, 2010.

Progress: **Not Applicable (for current quarter).**

OBJECTIVES:

1. To requisition reproducible Start Smart presentation kits for distribution to allied agencies by December 31, 2007.

Progress: **On Schedule. Purchase requisitions have been submitted for items necessary to reproduce presentation kits for participating allied agencies.**

2. To issue an operational plan² establishing the policies and procedures for project implementation, and to include a copy with the applicable quarterly report to Grants Management Unit (GMU) by September 30, 2008.

Progress: **Not Applicable (for current quarter).**

¹ As appropriate, this report reflects any revisions to the project agreement approved by the Office of Traffic Safety (OTS). Also, significant changes (in either content or format) to the previous report will be indicated by gray shading (or by yellow highlighting if the report is printed in color). The first quarterly report submitted for a project will contain no shading/highlighting.

² The operational plan will contain a strategic distribution of allocated overtime hours.

OPERATIONAL PLAN

Development Due Date	Date Developed	Date Issued
09/30/08	/ /	/ /

3. To issue the Start Smart presentation kits to CHP Divisions by September 30, 2008, for distribution to allied law enforcement agencies statewide by June 30, 2010.

Progress: **Not Applicable (for current quarter).**

START SMART KITS

Division	No. of kits	Date issued to divisions	Date Due
Northern		/ /	06/30/08
Valley			06/30/08
Golden Gate			06/30/08
Central			06/30/08
Southern			06/30/08
Border			06/30/08
Coastal			06/30/08
Inland			06/30/08

4. To reach a minimum of 35 sheriffs' offices (SOs) and a minimum of 200 police departments (PDs) with Start Smart program materials, presentation training, and the facilitation of Start Smart classes by June 30, 2010.

Progress: **Not Applicable (for current quarter).**

DISTRIBUTION OF START SMART KITS TO ALLIED AGENCIES

Division	# of SOs	(Date) and SOs receiving kits, training	# of PDs	(Date) and PDs receiving kits, training
Northern				
Valley				
Golden Gate				
Central				
Southern				
Border				
Coastal				
Inland				
Total	0	by June 30, 2010	0	by June 30, 2010

5. To facilitate Start Smart classes conducted by allied agencies by June 30, 2010. Class locations will be designated by SOs and PDs.

Progress: **Not Applicable (for current quarter).**

**START SMART CLASSES CONDUCTED BY ALLIED AGENCIES
FACILITATED BY CHP**

Division	No. of classes by SOs	# of classes by PDs
Northern		
Valley		
Golden Gate		
Central		
Southern		
Border		
Coastal		
Inland		

6. To encourage allied law enforcement agencies to work closely with the Department of Motor Vehicles (DMV) to promote Start Smart.

Progress: **Not Applicable (for current quarter).**

7. To conduct periodic evaluations of teen drivers attending the class, in an effort to measure any changes in awareness and understanding of the consequences of driving safely.

Progress: **Not Applicable (for current quarter).**

START SMART CLASSES EVALUATIONS

Date of evaluation	Type of evaluation	Class location
__/__/__		

MEDIA OBJECTIVES

1. To use the following standard language in all press, media, and printed materials: "Funding for this program was provided by a grant from the California Office of Traffic Safety, through the National Highway Traffic Safety Administration."

Progress: **Not Applicable (for current quarter).**

GENERAL COMMENTS

All Division Public Affairs Officers (PAOs) have been notified of the approval of this grant. A copy of the grant project agreement has been sent to all PAOs with a request to solicit allied agency participation.

OVERTIME USAGE³

Position	Total Hours Budgeted	Hours Used Thru Current Report	Percentage Remaining	Usage On Schedule? (YES/NO)
Sergeant	581	0	100%	YES
Officer	6,391	0	100%	YES
AGPA / SSA	106	0	100%	YES
Graphics Designer	6	0	100%	YES
Senior Photographer	14	0	100%	YES

TOTAL EXPENDITURES FOR PERSONNEL

Total Budgeted	Expended Thru (Month)	Percentage Remaining	Usage On Schedule? (YES/NO)
\$512,739.00	\$0.00	100%	YES

³ Overtime use is reported for uniformed personnel through the Fair Labor Standards Act (FLSA) period ending **12/23/07**, and for non-uniformed personnel through the pay period ending **12/31/07**. Per the instructions contained in Attachment E, if data on usage of overtime hours is unavailable, explain why and replace the "Overtime Usage" table with the "Total Expenditures For Personnel" table shown. Insert figures derived from the most recent accounting ledger for "Total Budgeted" and "Expended Thru (Month)."

BUDGET STATUS REPORT

START SMART FOR ALLIED AGENCIES (PT0818)

October - December 2007

OPI Primary Coordinator: **Sheri Davis**

Phone: **(916) 657-7237**

OPI Alternate Coordinator: **Sgt. Gaylord Gee**

Phone: **(916) 657-7237**

Location Code: **051**

Special Project Code: **820**

Project Period: **10/1/07 through 8/30/10**

Program Operations Phase: **10/1/08 through 6/30/10**

Final Report Due Date to GMU: **9/30/10** to OTS: **10/30/10**

BUDGET STATUS

Budget Category	Budgeted Amount	Expended Thru Current Quarter	Percentage Remaining
Personnel Costs (from accounting ledger; data 1-2 months in arrears)	\$512,739.00	\$0.00	100%
Travel Expense	18,000.00	0.00	100%
Contractual Services	0.00	0.00	NA
Equipment	0.00	0.00	N/A
Other Direct Costs	359,831.00	0.00	100%
Total Project	\$890,570.00	\$0.00	100%

QUARTERLY REPORT¹
START SMART FOR ALLIED AGENCIES
JANUARY-MARCH 2008

PROJECT IDENTITY

PT0818.

PERFORMANCE MEASURES

In compliance with OTS guidelines, this report is identified as covering a conventional calendar quarter. However, because of difficulties associated with gathering data consistent with the report time frame, some data may reflect a period other than the conventional calendar quarter. If this is the case, the reporting period has been identified.

GOALS:

1. **To expand the Start Smart program for teenage drivers 15-19 years of age to allied law enforcement agencies statewide by June 30, 2010.**

Progress: Not Applicable (for current quarter).

OBJECTIVES:

1. **To requisition reproducible Start Smart presentation kits for distribution to allied agencies by December 31, 2007.**

Progress: On Schedule. Purchase requisitions have been submitted for items necessary to reproduce presentation kits for participating allied agencies. Binders have been received.

2. **To issue an operational plan² establishing the policies and procedures for project implementation, and to include a copy with the applicable quarterly report to Grants Management Unit (GMU) by September 30, 2008.**

Progress: Not Applicable (for current quarter).

¹ As appropriate, this report reflects any revisions to the project agreement approved by the Office of Traffic Safety (OTS). Also, significant changes (in either content or format) to the previous report will be indicated by gray shading (or by yellow highlighting if the report is printed in color). The first quarterly report submitted for a project will contain no shading/highlighting.

² The operational plan will contain a strategic distribution of allocated overtime hours.

OPERATIONAL PLAN

Development Due Date	Date Developed	Date Issued
09/30/08	/ /	/ /

3. To issue the Start Smart presentation kits to CHP Divisions by September 30, 2008, for distribution to allied law enforcement agencies statewide by June 30, 2010.

Progress: **Not Applicable (for current quarter).**

START SMART KITS

Division	No. of kits	Date issued to divisions	Date Due
Northern		/ /	06/30/08
Valley			06/30/08
Golden Gate			06/30/08
Central			06/30/08
Southern			06/30/08
Border			06/30/08
Coastal			06/30/08
Inland			06/30/08

4. To reach a minimum of 35 sheriffs' offices (SOs) and a minimum of 200 police departments (PDs) with Start Smart program materials, presentation training, and the facilitation of Start Smart classes by June 30, 2010.

Progress: **Not Applicable (for current quarter).**

DISTRIBUTION OF START SMART KITS TO ALLIED AGENCIES

Division	# of SOs	(Date) and SOs receiving kits, training	# of PDs	(Date) and PDs receiving kits, training
Northern				
Valley				
Golden Gate				
Central				
Southern				
Border				
Coastal				
Inland				
Total	0	by June 30, 2010	0	by June 30, 2010

5. To facilitate Start Smart classes conducted by allied agencies by June 30, 2010. Class locations will be designated by SOs and PDs.

Progress: **Not Applicable (for current quarter).**

**START SMART CLASSES CONDUCTED BY ALLIED AGENCIES
FACILITATED BY CHP**

Division	No. of classes by SOs	# of classes by PDs
Northern		
Valley		
Golden Gate		
Central		
Southern		
Border		
Coastal		
Inland		

6. To encourage allied law enforcement agencies to work closely with the Department of Motor Vehicles (DMV) to promote Start Smart.

Progress: **Not Applicable (for current quarter).**

7. To conduct periodic evaluations of teen drivers attending the class, in an effort to measure any changes in awareness and understanding of the consequences of driving safely.

Progress: **Not Applicable (for current quarter).**

START SMART CLASSES EVALUATIONS

Date of evaluation	Type of evaluation	Class location
__/__/__		

MEDIA OBJECTIVES

1. To use the following standard language in all press, media, and printed materials: "Funding for this program was provided by a grant from the California Office of Traffic Safety, through the National Highway Traffic Safety Administration."

Progress: **Not Applicable (for current quarter).**

GENERAL COMMENTS

All Division and Area Public Affairs Officers are contacting local allied agencies within their area regarding the Start Smart program. They are providing contact names and numbers of interested agencies.

OVERTIME USAGE³

Position	Total Hours Budgeted	Hours Used Thru Current Report	Percentage Remaining	Usage On Schedule? (YES/NO)
Sergeant	581	0	100%	YES
Officer	6,391	0	100%	YES
AGPA / SSA	106	0	100%	YES
Graphics Designer	6	0	100%	YES
Senior Photographer	14	0	100%	YES

TOTAL EXPENDITURES FOR PERSONNEL

Total Budgeted	Expended Thru (Month)	Percentage Remaining	Usage On Schedule? (YES/NO)
\$512,739.00	\$0.00	100%	YES

³ Overtime use is reported for uniformed personnel through the Fair Labor Standards Act (FLSA) period ending **03/16/08**, and for non-uniformed personnel through the pay period ending **03/18/31**. Per the instructions contained in Attachment E, if data on usage of overtime hours is unavailable, explain why and replace the "Overtime Usage" table with the "Total Expenditures For Personnel" table shown. Insert figures derived from the most recent accounting ledger for "Total Budgeted" and "Expended Thru (Month)."

BUDGET STATUS REPORT**START SMART FOR ALLIED AGENCIES (PT0818
JANUARY-MARCH 2008**OPI Primary Coordinator: **Officer Andra Eddy**

Phone: (916) 657-7237

OPI Alternate Coordinator: **Sgt. George Berrios**

Phone: (916) 657-7237

Location Code: **051**Special Project Code: **820**Project Period: **10/1/07 through 8/30/10**Program Operations Phase: **10/1/08 through 6/30/10**Final Report Due Date to GMU: **9/30/10** to OTS: **10/30/10****BUDGET STATUS**

Budget Category	Budgeted Amount	Expended Thru Current Quarter	Percentage Remaining
Personnel Costs (from accounting ledger; data 1-2 months in arrears)	\$512,739.00	\$0.00	100%
Travel Expense	18,000.00	0.00	100%
Contractual Services	0.00	0.00	NA
Equipment	0.00	0.00	N/A
Other Direct Costs	359,831.00	0.00	100%
Total Project	\$890,570.00	\$0.00	100%

QUARTERLY REPORT¹
START SMART FOR ALLIED AGENCIES
APRIL-JUNE 2008

PROJECT IDENTITY

PT0818.

PERFORMANCE MEASURES

In compliance with OTS guidelines, this report is identified as covering a conventional calendar quarter. However, because of difficulties associated with gathering data consistent with the report time frame, some data may reflect a period other than the conventional calendar quarter. If this is the case, the reporting period has been identified.

GOALS:

1. **To expand the Start Smart program for teenage drivers 15-19 years of age to allied law enforcement agencies statewide by June 30, 2010.**

Progress: Not Applicable (for current quarter).

OBJECTIVES:

1. **To requisition reproducible Start Smart presentation kits for distribution to allied agencies by December 31, 2007.**

Progress: On Schedule. Purchase requisitions have been submitted for items necessary to reproduce presentation kits for participating allied agencies. Binders, CD and DVD's have been received for the power point presentations.

2. **To issue an operational plan² establishing the policies and procedures for project implementation, and to include a copy with the applicable quarterly report to Grants Management Unit (GMU) by September 30, 2008.**

Progress: On Schedule. The operational plan has been submitted for review.

¹ As appropriate, this report reflects any revisions to the project agreement approved by the Office of Traffic Safety (OTS). Also, significant changes (in either content or format) to the previous report will be indicated by gray shading (or by yellow highlighting if the report is printed in color). The first quarterly report submitted for a project will contain no shading/highlighting.

² The operational plan will contain a strategic distribution of allocated overtime hours.

OPERATIONAL PLAN

Development Due Date	Date Developed	Date Issued
09/30/08	/ /	/ /

3. To issue the Start Smart presentation kits to CHP Divisions by September 30, 2008, for distribution to allied law enforcement agencies statewide by June 30, 2010.

Progress: **Not Applicable (for current quarter).**

START SMART KITS

Division	No. of kits	Date issued to divisions	Date Due
Northern		/ /	06/30/08
Valley			06/30/08
Golden Gate			06/30/08
Central			06/30/08
Southern			06/30/08
Border			06/30/08
Coastal			06/30/08
Inland			06/30/08

4. To reach a minimum of 35 sheriffs' offices (SOs) and a minimum of 200 police departments (PDs) with Start Smart program materials, presentation training, and the facilitation of Start Smart classes by June 30, 2010.

Progress: **Not Applicable (for current quarter).**

DISTRIBUTION OF START SMART KITS TO ALLIED AGENCIES

Division	# of SOs	(Date) and SOs receiving kits, training	# of PDs	(Date) and PDs receiving kits, training
Northern				
Valley				
Golden Gate				
Central				
Southern				
Border				
Coastal				
Inland				
Total	0	by June 30, 2010	0	by June 30, 2010

5. To facilitate Start Smart classes conducted by allied agencies by June 30, 2010. Class locations will be designated by SOs and PDs.

Progress: **Not Applicable (for current quarter).**

**START SMART CLASSES CONDUCTED BY ALLIED AGENCIES
FACILITATED BY CHP**

Division	No. of classes by SOs	# of classes by PDs
Northern		
Valley		
Golden Gate		
Central		
Southern		
Border		
Coastal		
Inland		

6. To encourage allied law enforcement agencies to work closely with the Department of Motor Vehicles (DMV) to promote Start Smart.

Progress: **Not Applicable (for current quarter).**

7. To conduct periodic evaluations of teen drivers attending the class, in an effort to measure any changes in awareness and understanding of the consequences of driving safely.

Progress: **Not Applicable (for current quarter).**

START SMART CLASSES EVALUATIONS

Date of evaluation	Type of evaluation	Class location
__/__/__		

MEDIA OBJECTIVES

1. To use the following standard language in all press, media, and printed materials: "Funding for this program was provided by a grant from the California Office of Traffic Safety, through the National Highway Traffic Safety Administration."

Progress: **Not Applicable (for current quarter).**

GENERAL COMMENTS

All Division and Area Public Affairs Officers are contacting local allied agencies within their area regarding the Start Smart program. They are providing contact names and numbers of interested agencies.

OVERTIME USAGE³

Position	Total Hours Budgeted	Hours Used Thru Current Report	FFY1 10/01/07 09/30/08 USED	FFY 2 10/01/08 09/30/09 USED	FFY 3 10/01/09 08/31/10 USED	Percentage Remaining	Usage On Schedule? (YES/NO)
Sergeant	581	0	0	0	0	100%	YES
Officer	6,391	0	0	0	0	100%	YES
AGPA / SSA	106	0	0	0	0	100%	YES
Graphics Designer	6	0	0	0	0	100%	YES
Senior Photographer	14	0	0	0	0	100%	YES

TOTAL EXPENDITURES FOR PERSONNEL

Total Budgeted	Expended Thru (Month)	Percentage Remaining	Usage On Schedule? (YES/NO)
\$512,739.00	\$0.00	100%	YES

³ Overtime use is reported for uniformed personnel through the Fair Labor Standards Act (FLSA) period ending **03/16/08**, and for non-uniformed personnel through the pay period ending **03/18/31**. Per the instructions contained in Attachment E, if data on usage of overtime hours is unavailable, explain why and replace the "Overtime Usage" table with the "Total Expenditures For Personnel" table shown. Insert figures derived from the most recent accounting ledger for "Total Budgeted" and "Expended Thru (Month)."

BUDGET STATUS REPORT
START SMART FOR ALLIED AGENCIES (PT0818)
APRIL-JUNE 2008

OPI Primary Coordinator: **Officer Andra Eddy**

Phone: (916) 657-8810

OPI Alternate Coordinator: **Sgt. George Berrios**

Phone: (916) 657-8810

Location Code: **015**

Special Project Code: **820**

Project Period: **10/1/07 through 8/30/10**

Program Operations Phase: **10/1/08 through 6/30/10**

Final Report Due Date to GMU: **9/30/10** to OTS: **10/30/10**

BUDGET STATUS

Budget Category	Budgeted Amount	Expended Thru Current Quarter	Percentage Remaining
Personnel Costs (from accounting ledger; data 1-2 months in arrears)	\$512,739.00	\$0.00	100%
Travel Expense	18,000.00	0.00	100%
Contractual Services	0.00	0.00	NA
Equipment	0.00	0.00	N/A
Other Direct Costs	359,831.00	0.00	100%
Total Project	\$890,570.00	\$0.00	100%

BUDGET STATUS REPORT**START SMART FOR ALLIED AGENCIES (PT0818)****APRIL-JUNE 2008**OPI Primary Coordinator: **Officer Charmaine Fajardo**

Phone: (916) 657-8810

OPI Alternate Coordinator: **Sgt. George Berrios**

Phone: (916) 657-8810

Location Code: **015**Special Project Code: **820**Project Period: **10/1/07 through 8/30/10**Program Operations Phase: **10/1/08 through 6/30/10**Final Report Due Date to GMU: **9/30/10** to OTS: **10/30/10****BUDGET STATUS**

Budget Category	Budgeted Amount	Expended Thru Current Quarter	Percentage Remaining
Personnel Costs (from accounting ledger; data 1-2 months in arrears)	\$512,739.00	\$0.00	100%
Travel Expense	18,000.00	0.00	100%
Contractual Services	0.00	0.00	NA
Equipment	0.00	0.00	N/A
Other Direct Costs	359,831.00	187,932.60	47.77%
Total Project	\$890,570.00	\$0.00	100%

QUARTERLY REPORT¹
START SMART FOR ALLIED AGENCIES
JULY-SEPTEMBER 2008

PROJECT IDENTITY

PT0818.

PERFORMANCE MEASURES

In compliance with OTS guidelines, this report is identified as covering a conventional calendar quarter. However, because of difficulties associated with gathering data consistent with the report time frame, some data may reflect a period other than the conventional calendar quarter. If this is the case, the reporting period has been identified.

GOALS:

1. **To expand the Start Smart program for teenage drivers 15-19 years of age to allied law enforcement agencies statewide by June 30, 2010.**

Progress: Not Applicable (for current quarter).

OBJECTIVES:

1. **To requisition reproducible Start Smart presentation kits for distribution to allied agencies by December 31, 2007.**

Progress: On Schedule. Purchase requisitions have been submitted for items necessary to reproduce presentation kits for participating allied agencies. Binders, CD and DVD's have been received for the power point presentations.

¹ As appropriate, this report reflects any revisions to the project agreement approved by the Office of Traffic Safety (OTS). Also, significant changes (in either content or format) to the previous report will be indicated by gray shading (or by yellow highlighting if the report is printed in color). The first quarterly report submitted for a project will contain no shading/highlighting.

2. To issue an operational plan² establishing the policies and procedures for project implementation, and to include a copy with the applicable quarterly report to Grants Management Unit (GMU) by September 30, 2008.

Progress: Not accomplished, deadline missed. The Operational Plan has been approved as of September 1, 2008 but was not distributed to the field Divisions due to Executive Order S-09-08, which suspended all contracts and spending. The Office of Community Outreach and Recruitment (OCOR) was unable to utilize the grants travel funds to conduct a train-the-trainer course to all departmental PIO's. Without receiving training on the SSAA grants goals and objectives, PIO's would not be able to properly utilize the grants overtime funds. The suspension of departmental spending was lifted when the state budget was passed. OCOR plans to conduct a train-the-trainer course to include the SSAA grant in January 2009. The ops plan will be distributed during the training course.

OPERATIONAL PLAN

Development Due Date	Date Developed	Date Issued
09/30/08	09/01/08	/ /

3. To issue the Start Smart presentation kits to CHP Divisions by September 30, 2008, for distribution to allied law enforcement agencies statewide by June 30, 2010.

Progress: Not accomplished, deadline missed. Although the new power point material has been approved, the presentation kits have not yet been fully developed. This is due to the Governors Executive order S-09-08 which prevented spending the funds needed to complete the presentation kits. The suspension of departmental spending was not lifted until the state budget was passed on September 23, 2008 so no overtime for the department's TV and graphics unit were available to work on this project. OCOR plans to conduct a train-the-trainer course to include the SSAA grant in January 2009. The completed presentation kits will be delivered to all Divisions prior to the training.

² The operational plan will contain a strategic distribution of allocated overtime hours.

START SMART KITS

Division	No. of kits	Date issued to divisions	Date Due
Northern		<u> </u> / <u> </u> / <u> </u>	06/30/08
Valley			06/30/08
Golden Gate			06/30/08
Central			06/30/08
Southern			06/30/08
Border			06/30/08
Coastal			06/30/08
Inland			06/30/08

4. To reach a minimum of 35 sheriffs' offices (SOs) and a minimum of 200 police departments (PDs) with Start Smart program materials, presentation training, and the facilitation of Start Smart classes by June 30, 2010.

Progress: Not Applicable (for current quarter).

DISTRIBUTION OF START SMART KITS TO ALLIED AGENCIES

Division	# of SOs	(Date) and SOs receiving kits, training	# of PDs	(Date) and PDs receiving kits, training
Northern				
Valley				
Golden Gate				
Central				
Southern				
Border				
Coastal				
Inland				
Total	0	by June 30, 2010	0	by June 30, 2010

5. To facilitate Start Smart classes conducted by allied agencies by June 30, 2010. Class locations will be designated by SOs and PDs.

Progress: Not Applicable (for current quarter).

**START SMART CLASSES CONDUCTED BY ALLIED AGENCIES
FACILITATED BY CHP**

Division	No. of classes by SOs	# of classes by PDs
Northern		
Valley		
Golden Gate		
Central		
Southern		
Border		
Coastal		
Inland		

6. To encourage allied law enforcement agencies to work closely with the Department of Motor Vehicles (DMV) to promote Start Smart.

Progress: Not Applicable (for current quarter).

7. To conduct periodic evaluations of teen drivers attending the class, in an effort to measure any changes in awareness and understanding of the consequences of driving safely.

Progress: Not Applicable (for current quarter).

START SMART CLASSES EVALUATIONS

Date of evaluation	Type of evaluation	Class location
__/__/__		

MEDIA OBJECTIVES

1. To use the following standard language in all press, media, and printed materials: "Funding for this program was provided by a grant from the California Office of Traffic Safety, through the National Highway Traffic Safety Administration."

Progress: Not Applicable (for current quarter).

GENERAL COMMENTS

The grant's total progress is now approximately three months behind schedule. This is a direct result of Executive Order S-09-08 which was issued on July 31 by Governor Schwarzenegger. Executive Order S-09-08 suspended all spending and contracts statewide. Consequently, deadlines throughout the grant were not met. The state budget was signed and approved on September 23, 2008. OCOR is planning a train-the-trainer course which will include SSAA specific training.

OVERTIME USAGE³

Position	Total Hours Budgeted	Hours Used Thru Current Report	FFY1 10/01/07 09/30/08 USED	FFY 2 10/01/08 09/30/09 USED	FFY 3 10/01/09 08/31/10 USED	Percentage Remaining	Usage On Schedule? (YES/NO)
Sergeant	581	0	0	0	0	100%	YES
Officer	6,391	0	0	0	0	100%	YES
AGPA / SSA	106	0	0	0	0	100%	YES
Graphics Designer	6	0	0	0	0	100%	YES
Senior Photographer	14	0	0	0	0	100%	YES

TOTAL EXPENDITURES FOR PERSONNEL

Total Budgeted	Expended Thru (Month)	Percentage Remaining	Usage On Schedule? (YES/NO)
\$512,739.00	\$0.00	100%	YES

³ Overtime use is reported for uniformed personnel through the Fair Labor Standards Act (FLSA) period ending 09/05/08, and for non-uniformed personnel through the pay period ending 09/30/08. Per the instructions contained in Attachment E, if data on usage of overtime hours is unavailable, explain why and replace the "Overtime Usage" table with the "Total Expenditures For Personnel" table shown. Insert figures derived from the most recent accounting ledger for "Total Budgeted" and "Expended Thru (Month)."

QUARTERLY REPORT¹
START SMART FOR ALLIED AGENCIES
OCTOBER-DECEMBER 2008

PROJECT IDENTITY

PT0818.

PERFORMANCE MEASURES

In compliance with OTS guidelines, this report is identified as covering a conventional calendar quarter. However, because of difficulties associated with gathering data consistent with the report time frame, some data may reflect a period other than the conventional calendar quarter. If this is the case, the reporting period has been identified.

GOALS:

1. **To expand the Start Smart program for teenage drivers 15-19 years of age to allied law enforcement agencies statewide by June 30, 2010.**

Progress: Not Applicable (for current quarter).

OBJECTIVES:

1. **To requisition reproducible Start Smart presentation kits for distribution to allied agencies by December 31, 2007.**

Progress: On Schedule. Purchase requisitions have been submitted for items necessary to reproduce presentation kits for participating allied agencies. Binders, CD and DVD's have been received for the power point presentations.

2. **To issue an operational plan² establishing the policies and procedures for project implementation, and to include a copy with the applicable quarterly report to Grants Management Unit (GMU) by September 30, 2008.**

Progress: Not accomplished, deadline missed. The Operational Plan was approved as of September 1, 2008; however, it will not be distributed to field Divisions until the train-the-trainers course is conducted. The suspension of Executive Order S-09-08 occurred on

¹ As appropriate, this report reflects any revisions to the project agreement approved by the Office of Traffic Safety (OTS). Also, significant changes (in either content or format) to the previous report will be indicated by gray shading (or by yellow highlighting if the report is printed in color). The first quarterly report submitted for a project will contain no shading/highlighting.

² The operational plan will contain a strategic distribution of allocated overtime hours.

October 1, 2008 and subsequently, the train-the-trainer course has been scheduled for March 2009. The dates for this course were selected as a result of the mandatory 60-day lead time.

OPERATIONAL PLAN

Development Due Date	Date Developed	Date Issued
09/30/08	09/01/08	__/__/__

3. To issue the Start Smart presentation kits to CHP Divisions by September 30, 2008, for distribution to allied law enforcement agencies statewide by June 30, 2010.

Progress: Not accomplished, deadline missed. The presentation kit has been completed and is being reproduced. The DVD is currently at the Department's TV and Graphics Unit for compression and reproduction. The facilitator's guide has also been completed and has been forwarded to the Department's Reproduction unit. The CHP Office of Community Outreach (OCOR) plans to conduct a train-the-trainer course to include the Start Smart for Allied Agencies (SSAA) grant in March 2009. The completed presentation kits will be delivered to all Divisions prior to the training.

START SMART KITS

Division	No. of kits	Date issued to Divisions	Date Due
Northern		__/__/__	06/30/10
Valley			06/30/10
Golden Gate			06/30/10
Central			06/30/10
Southern			06/30/10
Border			06/30/10
Coastal			06/30/10
Inland			06/30/10

4. To reach a minimum of 35 sheriffs' offices (SOs) and a minimum of 200 police departments (PDs) with Start Smart program materials, presentation training, and the facilitation of Start Smart classes by June 30, 2010.

Progress: Not Applicable (for current quarter).

DISTRIBUTION OF START SMART KITS TO ALLIED AGENCIES

Division	# of SOs	(Date) and SOs receiving kits, training	# of PDs	(Date) and PDs receiving kits, training
Northern				
Valley				
Golden Gate				
Central				
Southern				
Border				
Coastal				
Inland				
Total	0	by June 30, 2010	0	by June 30, 2010

5. To facilitate Start Smart classes conducted by allied agencies by June 30, 2010. Class locations will be designated by SOs and PDs.

Progress: Not Applicable (for current quarter).

START SMART CLASSES CONDUCTED BY ALLIED AGENCIES FACILITATED BY CHP

Division	No. of classes by SOs	# of classes by PDs
Northern		
Valley		
Golden Gate		
Central		
Southern		
Border		
Coastal		
Inland		

6. To encourage allied law enforcement agencies to work closely with the Department of Motor Vehicles (DMV) to promote Start Smart.

Progress: Not Applicable (for current quarter).

7. To conduct periodic evaluations of teen drivers attending the class, in an effort to measure any changes in awareness and understanding of the consequences of driving safely.

Progress: Not Applicable (for current quarter).

START SMART CLASSES EVALUATIONS

Date of evaluation	Type of evaluation	Class location
__/__/__		

MEDIA OBJECTIVES

1. To use the following standard language in all press, media, and printed materials:
“Funding for this program was provided by a grant from the California Office of Traffic Safety, through the National Highway Traffic Safety Administration.”

Progress: Not Applicable (for current quarter).

GENERAL COMMENTS

As a direct result of Executive Order S-09-08 (issued on July 31, 2008, by Governor Arnold Schwarzenegger), which suspended all spending and contracts statewide, the grant's total progress is five to six months behind schedule. Consequently, deadlines throughout the grant were not met. The state budget was signed and approved on September 23, 2008, restoring the ability to utilize grant funding and resume grant activity to include planning a train-the-trainer course (which will include SSAA specific training). OCOR is confident this delay will not affect the overall success of the grant.

OVERTIME USAGE³

Position	Total Hours Budgeted	Hours Used Thru Current Report	FFY1 10/01/07 09/30/08 USED	FFY 2 10/01/08 09/30/09 USED	FFY 3 10/01/09 08/31/10 USED	Percentage Remaining	Usage On Schedule? (YES/NO)
Sergeant	581	0	0	0	0	100%	YES
Officer	6,391	0	0	0	0	100%	YES
AGPA / SSA	106	0	0	0	0	100%	YES
Graphics Designer	6	0	0	0	0	100%	YES
Senior Photographer	14	0	0	0	0	100%	YES

TOTAL EXPENDITURES FOR PERSONNEL

Total Budgeted	Expended Thru (Month)	Percentage Remaining	Usage On Schedule? (YES/NO)
\$512,739.00	\$0.00	100%	YES

³ Overtime use is reported for uniformed personnel through the Fair Labor Standards Act (FLSA) period ending **11/23/08**, and for non-uniformed personnel through the pay period ending **11/30/08**. Per the instructions contained in Attachment E, if data on usage of overtime hours is unavailable, explain why and replace the "Overtime Usage" table with the "Total Expenditures For Personnel" table shown. Insert figures derived from the most recent accounting ledger for "Total Budgeted" and "Expended Thru (Month)."

BUDGET STATUS REPORT
START SMART FOR ALLIED AGENCIES (PT0818)
OCTOBER-DECEMBER 2008

OPI Primary Coordinator: **Officer Jean Hoatson**

Phone: (916) 657-8810

OPI Alternate Coordinator: **Sgt. George Berrios**

Phone: (916) 657-8810

Location Code: **015**

Special Project Code: **820**

Project Period: **10/1/07 through 8/30/10**

Program Operations Phase: **10/1/08 through 6/30/10**

Final Report Due Date to GMU: **9/30/10** to OTS: **10/30/10**

BUDGET STATUS

BUDGET CATEGORY	BUDGET AMOUNT	EXPENDED THROUGH 10/31/08	REMAINING BALANCE	PERCENT REMAINING
Personnel Costs	\$512,739.00	\$0.00	\$512,739.00	100%
Travel Expense	\$18,000.00	\$0.00	\$18,000.00	100%
Contractual Services	\$0.00	\$0.00	\$0.00	N/A
Equipment	\$0.00	\$0.00	\$0.00	N/A
Other Direct Costs	\$359,831.00	\$127,659.39	\$232,171.61	65%
Indirect Costs	N/A	N/A	N/A	N/A
TOTAL	\$890,570.00	\$127,659.39	\$762,910.61	86%

QUARTERLY REPORT¹
START SMART FOR ALLIED AGENCIES
JANUARY - MARCH 2009

PROJECT IDENTITY

PT0818.

PERFORMANCE MEASURES

In compliance with OTS guidelines, this report is identified as covering a conventional calendar quarter. However, because of difficulties associated with gathering data consistent with the report time frame, some data may reflect a period other than the conventional calendar quarter. If this is the case, the reporting period has been identified.

GOAL:

1. To expand the Start Smart program for teenage drivers 15-19 years of age to allied law enforcement agencies statewide by June 30, 2010.

Progress: **On Schedule.**

The Start Smart Allied Agency (SSAA) grant information and Operational Plan has been distributed to all CHP Division and Area offices throughout the state. Each CHP Public Information Officer (PIO) has received training regarding the grant goals and objectives. Additionally, a letter from Commissioner Farrow has been sent to all police chiefs and sheriffs in California, inviting them to participate.

OBJECTIVES:

1. To requisition reproducible Start Smart presentation kits for distribution to allied agencies by December 31, 2007.

Progress: **Accomplished.**

Purchase requisitions have been submitted for items necessary to reproduce presentation kits for participating allied agencies. Binders, CD and DVD's have been received for the power point presentations.

¹ As appropriate, this report reflects any revisions to the project agreement approved by the Office of Traffic Safety (OTS). Also, significant changes (in either content or format) to the previous report will be indicated by gray shading (or by yellow highlighting if the report is printed in color). The first quarterly report submitted for a project will contain no shading/highlighting.

2. To issue an operational plan² establishing the policies and procedures for project implementation, and to include a copy with the applicable quarterly report to Grants Management Unit (GMU) by September 30, 2008.

Progress: **Accomplished.**

OPERATIONAL PLAN

Development Due Date	Date Developed	Date Issued
09/30/08	09/01/08	03/17/2009

Due to State budgetary delays, the reproduction of material and training could not meet the objective deadline. However, the Operational Plan was disseminated to all PIOs during the training course in March 2009.

3. To issue the Start Smart presentation kits to CHP Divisions by September 30, 2008, for distribution to allied law enforcement agencies statewide by June 30, 2010.

Progress: **Accomplished.**

START SMART KITS

Division	No. of kits	Date issued to Divisions	Date Due
Northern	20	03/18/2009	06/30/10
Valley	20	03/30/2009	06/30/10
Golden Gate	20	03/17/2009	06/30/10
Central	20	03/24/2009	06/30/10
Southern	20	03/20/2009	06/30/10
Border	20	03/27/2009	06/30/10
Coastal	20	03/25/2009	06/30/10
Inland	20	03/19/2009	06/30/10

See Objective 2. OCOR has distributed 250 updated presentation kits to Division and Area office PIOs. OCOR will provide additional presentation kits to allied agencies upon request.

² The operational plan will contain a strategic distribution of allocated overtime hours.

4. To reach a minimum of 35 sheriffs' offices (SOs) and a minimum of 200 police departments (PDs) with Start Smart program materials, presentation training, and the facilitation of Start Smart classes by June 30, 2010.

Progress: Not Applicable for current quarter.

DISTRIBUTION OF START SMART KITS TO ALLIED AGENCIES

Division	# of SOs	(Date) and SOs receiving kits, training	# of PDs	(Date) and PDs receiving kits, training
Northern				
Valley				
Golden Gate				
Central				
Southern				
Border				
Coastal				
Inland				
Total	0	by June 30, 2010	0	by June 30, 2010

5. To facilitate Start Smart classes conducted by allied agencies by June 30, 2010. Class locations will be designated by SOs and PDs.

Progress: Not Applicable for current quarter.

START SMART CLASSES CONDUCTED BY ALLIED AGENCIES FACILITATED BY CHP

Division	No. of classes by SOs	# of classes by PDs
Northern		
Valley		
Golden Gate		
Central		
Southern		
Border		
Coastal		
Inland		

6. To encourage allied law enforcement agencies to work closely with the Department of Motor Vehicles (DMV) to promote Start Smart.

Progress: Not Applicable for current quarter.

7. To conduct periodic evaluations of teen drivers attending the class, in an effort to measure any changes in awareness and understanding of the consequences of driving safely.

Progress: Not Applicable for current quarter.

START SMART CLASSES EVALUATIONS

Date of evaluation	Type of evaluation	Class location
__/__/__		

MEDIA OBJECTIVES

1. **To use the following standard language in all press, media, and printed materials: “Funding for this program was provided by a grant from the California Office of Traffic Safety, through the National Highway Traffic Safety Administration.”**

Progress: On Schedule.

The standard language is included in the Power Point Presentation used in the training classes.

GENERAL COMMENTS

OCOR personnel have incorporated all SSAA training material into a newly updated Start Smart presentation kit. OCOR has 500 copies of this presentation kit available for CHP and allied agency use. In March 2009, OCOR personnel traveled throughout the state to conduct train-the-trainer courses which all Division PIOs were required to attend. During these courses, attendees were given specific training regarding the overall goals and objectives of the SSAA program. The Operational Plan was distributed and all questions and concerns were addressed. Additionally, a letter from Commissioner Farrow was sent to all allied agency police chiefs and county sheriffs in California, inviting each department to participate in the Start Smart program. OCOR has received inquiries from several allied agencies that are eager to participate.

OVERTIME USAGE³

Position	Total Hours Budgeted	Hours Used In Current Reporting Period	FFY 10/01/07 09/30/08 USED	FFY 2 10/01/08 09/30/09 USED	FFY 3 10/01/09 08/31/10 USED	Percentage Remaining	Usage On Schedule? (YES/NO)
Sergeant	581	5.5	0	5.5	0	99%	YES
Officer	6,391	84	0	95	0	99%	YES
AGPA / SSA	106	0	0	0	0	100%	YES
Graphics Designer	6	0	0	0	0	100%	YES
Senior Photographer	14	0	0	0	0	100%	YES

³ Overtime use is reported for uniformed personnel through the Fair Labor Standards Act (FLSA) period ending **03/15/2009**, and for non-uniformed personnel through the pay period ending **03/23/2009**. Per the instructions contained in Attachment E, if data on usage of overtime hours is unavailable, explain why and replace the "Overtime Usage" table with the "Total Expenditures for Personnel" table shown. Insert figures derived from the most recent accounting ledger for "Total Budgeted" and "Expended thru February **2009**."

QUARTERLY REPORT¹
START SMART FOR ALLIED AGENCIES
APRIL - JUNE 2009

PROJECT IDENTITY

PT0818.

PERFORMANCE MEASURES

In compliance with OTS guidelines, this report is identified as covering a conventional calendar quarter. However, because of difficulties associated with gathering data consistent with the report time frame, some data may reflect a period other than the conventional calendar quarter. If this is the case, the reporting period has been identified.

GOAL:

1. To expand the Start Smart program for teenage drivers 15-19 years of age to allied law enforcement agencies statewide by June 30, 2010.

Progress: On Schedule.

The Start Smart for Allied Agency (SSAA) grant information, Operational Plan, and presentation kits have been distributed to all CHP Division and Area Public Information Officers (PIO) throughout the state. Area PIOs are providing Start Smart training and materials to participating allied agencies. Calls from allied agencies wishing to participate are still coming in and are being directed to the appropriate Area PIOs for further information.

OBJECTIVES:

1. To requisition reproducible Start Smart presentation kits for distribution to allied agencies by December 31, 2007.

Progress: Accomplished.

Purchase requisitions have been submitted for items necessary to reproduce presentation kits for participating allied agencies. Binders, CD and DVD's have been received for the power point presentations.

¹ As appropriate, this report reflects any revisions to the project agreement approved by the Office of Traffic Safety (OTS). Also, significant changes (in either content or format) to the previous report will be indicated by gray shading (or by yellow highlighting if the report is printed in color). The first quarterly report submitted for a project will contain no shading/highlighting.

2. To issue an operational plan² establishing the policies and procedures for project implementation, and to include a copy with the applicable quarterly report to Grants Management Unit (GMU) by September 30, 2008.

Progress: Accomplished.

OPERATIONAL PLAN

Development Due Date	Date Developed	Date Issued
09/30/08	09/01/08	03/17/2009

Due to State budgetary delays, the reproduction of material and training could not meet the objective deadline. However, the Operational Plan was disseminated to all PIOs during the training course in March 2009.

3. To issue the Start Smart presentation kits to CHP Divisions by September 30, 2008, for distribution to allied law enforcement agencies statewide by June 30, 2010.

Progress: Accomplished.

START SMART KITS

Division	No. of kits	Date issued to Divisions	Date Due
Northern	30	05/15/2009	06/30/10
Valley	35	05/15/2009	06/30/10
Golden Gate	30	05/15/2009	06/30/10
Central	30	05/15/2009	06/30/10
Southern	35	05/15/2009	06/30/10
Border	30	05/15/2009	06/30/10
Coastal	30	05/15/2009	06/30/10
Inland	30	05/15/2009	06/30/10

See Objective 2. OCOR has distributed 250 updated presentation kits to Division and Area office PIOs. OCOR will provide additional presentation kits to allied agencies upon request.

² The operational plan will contain a strategic distribution of allocated overtime hours.

4. To reach a minimum of 35 sheriffs' offices (SOs) and a minimum of 200 police departments (PDs) with Start Smart program materials, presentation training, and the facilitation of Start Smart classes by June 30, 2010.

Progress: On Schedule.

DISTRIBUTION OF START SMART KITS TO ALLIED AGENCIES

Division	# of SOs	(Date) and SOs receiving kits, training	# of PDs	(Date) and PDs receiving kits, training
Northern	1	Glenn County	2	Redding PD, Willows PD
Valley	3	El Dorado County, Amador County, Calaveras County	5	Tracy PD, Placerville PD, Jackson PD, Lathrop PD, Stockton PD
Golden Gate	1	Contra Costa County	8	Albany PD, Concord PD, El Cerrito PD, Hercules PD, Pinole PD, Richmond PD, Pittsburg PD, San Francisco PD
Central	0		0	
Southern	1	Los Angeles County	5	Glendale PD, Montebello PD, Pomona PD, Redondo Beach PD, Los Angeles PD
Border	2	Orange County, San Diego County	4	Calexico PD, Indio PD, Westminster PD, El Cajon PD
Coastal	0		2	Pismo Beach PD, Moorpark PD
Inland	0		8	Redland PD, Hesperia PD, Upland PD, Ridgecrest PD, 29 Palms PD, Chino PD, Rancho Cucamonga PD, Apple Valley PD
Total	8	by June 30, 2010	34	by June 30, 2010

- 5. To facilitate Start Smart classes conducted by allied agencies by June 30, 2010. Class locations will be designated by SOs and PDs.**

Progress: Not Applicable for current quarter.

**START SMART CLASSES CONDUCTED BY ALLIED AGENCIES
FACILITATED BY CHP**

Division	No. of classes by SOs	# of classes by PDs
Northern		
Valley		
Golden Gate		
Central		
Southern		
Border		
Coastal		
Inland		

- 6. To encourage allied law enforcement agencies to work closely with the Department of Motor Vehicles (DMV) to promote Start Smart.**

Progress: Not Applicable for current quarter.

7. To conduct periodic evaluations of teen drivers attending the class, in an effort to measure any changes in awareness and understanding of the consequences of driving safely.

Progress: Not Applicable for current quarter.

START SMART CLASSES EVALUATIONS

Date of evaluation	Type of evaluation	Class location
__/__/__		

MEDIA OBJECTIVES

1. To use the following standard language in all press, media, and printed materials: “Funding for this program was provided by a grant from the California Office of Traffic Safety, through the National Highway Traffic Safety Administration.”

Progress: On Schedule.

The standard language is included in the Power Point Presentation used in the training classes.

GENERAL COMMENTS

All Division and Area PIOs have received training in regard to the overall goals and objectives of the Start Smart for Allied Agency program. An additional 50 presentation kits were shipped to Division and Area PIOs for distribution to participating allied agencies. PIOs are attending community events, and continuing partnerships with local DMV offices in order to promote the Start Smart program. Members of allied agencies are being trained and shown how to develop their own agency specific presentations.

OVERTIME USAGE³

Position	Total Hours Budgeted	Hours Used In Current Reporting Period	FFY 10/01/07 09/30/08 USED	FFY 2 10/01/08 09/30/09 USED	FFY 3 10/01/09 08/31/10 USED	Percentage Remaining	Usage On Schedule? (YES/NO)
Sergeant	581	0	0	12.5	0	98%	YES
Officer	6,391	260	0	355	0	94%	YES
AGPA / SSA	106	0	0	0	0	100%	YES
Graphics Designer	6	0	0	0	0	100%	YES
Senior Photographer	14	0	0	0	0	100%	YES

³ Overtime use is reported for uniformed personnel through the Fair Labor Standards Act (FLSA) period ending 05/10/2009, and for non-uniformed personnel through the pay period ending 05/31/2009. Per the instructions contained in Attachment E, if data on usage of overtime hours is unavailable, explain why and replace the "Overtime Usage" table with the "Total Expenditures for Personnel" table shown. Insert figures derived from the most recent accounting ledger for "Total Budgeted" and "Expended thru February 2009."

BUDGET STATUS REPORT
START SMART FOR ALLIED AGENCIES (PT0818)
APRIL - JUNE 2009

OPI Primary Coordinator: Officer Stacy Smith

Phone: (916) 843-3228

OPI Alternate Coordinator: Sgt. George Berrios

Phone: (916) 843-3212

Location Code: 015

Special Project Code: 820

Project Period: 10/1/07 through 8/30/10

Program Operations Phase: 10/1/08 through 6/30/10

Final Report Due Date to GMU: 9/30/10 **to OTS:** 10/30/10

BUDGET STATUS

BUDGET CATEGORY	BUDGET AMOUNT	EXPENDED THROUGH 06/30/09	REMAINING BALANCE	PERCENT REMAINING
Personnel Costs	\$510,465.00	\$15,438.24	\$495,026.76	96.98%
Travel Expense	\$16,000.00	\$3,646.01	\$12,353.99	77.21%
Contractual Services	\$0.00	\$0.00	\$0.00	N/A
Equipment	\$0.00	\$0.00	\$0.00	N/A
Other Direct Costs	\$191,285.77	\$127,659.39	\$63,626.38	33.26%
Indirect Costs	N/A	N/A	N/A	N/A
TOTAL	\$717,750.77	\$146,743.64	\$571,007.13	79.56%